

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2405

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Agency
Maryland Food Center Authority

Division/Unit

Item No.	Description	Retention
1	<u>All Accounting Records</u>	
A	Entrance fee receipts Month end reports FMIS Summary Payroll Report FMIS General Ledger FMIS Cash Balance R&D Actual to Budget Cash Projection Statement of Revenue & Expense Deposits Vendor Invoices Customer Invoices Corporate Purchasing Card Information Legislative Audit	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
B	Peachtree General Ledger Peachtree Journal Entries Audit Support Report of fixed assets	Retain for eight (8) years. Then Destroy
C	Independent Auditor Reports/Financial Statements Property Tax Assessments	Retain permanently, transfer periodically to Maryland State Archives.
2	<u>Budget and Fiscal Planning Records</u>	
	Budget estimates Budget schedules Requests for positions	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 8/22/06

Signature Angela Schmiot

Typed Name Angela Schmiot, CPA

Title Financial Manager

Schedule Authorized by State Archivist

Date 18 Sep 06

Signature Edward C. Papenfuss

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**Item
No.**

Description

Retention

3

Miscellaneous Records

Drop slips
Rail car logs
Employee pass forms
Buyer passes
Visitor logs
Entrance fee logs

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

4

Payroll Records

Attendance controller
Time sheets / Time cards
Leave usage and balance reports
Payroll check register
Payroll exceptions time report

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

5

Purchasing Records

All Contracts awarded
RFP's
IFB's
RFEI's
Notice of Award of Contract

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

6

Vendor List

Retain until superseded.
Then Destroy

7

Leases

Retain until three (3) years after lease expiration.
Then Destroy

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Agency Maryland Food Center Authority		Division/Unit
Item No.	Description	Retention
8	<u>Agency minutes, agendas, and reports</u>	Retain permanently, transfer periodically to Maryland State Archives.
9	<u>Personnel Records</u>	
A	Application Appointment letter Personnel payroll form Personnel position action request Change of address forms Disciplinary actions Commendations Counseling sessions Retirement form Letter of resignation Retirement Transfer Dismissal General correspondence Resumes	Retain for three (3) years after termination of employment and then destroy by shredding or incineration.
B	Worker's compensation reports	Retain for five (5) years after termination of employment and then destroy by shredding or incineration.
	<u>Bonds</u>	
10	A complete transcript of a bond transaction.	Retain permanently, transfer periodically to Maryland State Archives.

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Item No.	Description	Retention
11	<u>Relevant State Statutes</u>	Retain until superseded and then destroy.
12	<u>Email</u>	
A	Administrative Emails Personnel	Retain four (4) years and then delete.
B	Company Policies Legal Issues	Retain permanently with periodic transfer to the Maryland State Archives.
C	Fiscal Emails cc email to <u>fiscal@mfca.state.md.us</u>	Retain four (4) years and then delete.
D	General Correspondence	Retain one (1) year and then delete.
E	Personal Email	Delete after reading.